



Heritage Hall Request Form

City of Kirkland Parks & Community Services

www.kirklandwa.gov

INSTRUCTIONS:

1. Review the Facility Use Guidelines for complete details on reservations and Heritage Hall rules.
http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals/heritage_hall.htm
2. Complete this form with signature and submit with full payment a minimum of 30 days in advance to:
Email: kball@kirklandwa.gov or Fax: 425.587.3396
Drop-off: City of Kirkland Parks Maintenance Center, 1129 8th St, Kirkland, WA 98033
Mail: City of Kirkland, 123 5th Ave, Kirkland, WA 98033
3. All requests are on a first-come-first-serve basis, and no date will be held until the City of Kirkland approves this rental request. There is no legal or binding commitment between the parties until you receive a rental confirmation.

APPLICANT INFORMATION (Responsible Party)		Incomplete Request Forms will be returned to Sender	
Renter/Organization:		Non-Profit ID#:	
Main Contact:		Phone Number:	
Address:			
City:		State:	Zip:
Email:		Day of Event Phone:	

EVENT INFORMATION

EVENT DESCRIPTION:

Event Date:	Day of Week:
Time Requested: _____ to _____	Total Hours: _____ Expected Attendance: _____
Will you be using a caterer? (if yes please fill out caterer application) Yes No	Will you be serving beer or wine? (if yes please submit Banquet Permit & Insurance Policy) Yes No
Will there be music? (if yes please give a description) Yes No	Will you be renting additional equipment? Yes No What?

AGREEMENTS

The undersigned hereby makes application to City of Kirkland for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies and procedures of the City of Kirkland & Parks & Community Services Department. The applicant assumes responsibility for the conduct of his or her guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Kirkland harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

I have read, understood, and agree to comply with all procedures in the City of Kirkland's Facility Use Guide and in all the Special Use Forms for the Heritage Hall I am requesting to use. I further certify that I am 21 years of age or older.

SIGNATURE (REQUIRED): Main Contact: _____ Date: _____

Complete the Rental Fee Calculation Worksheet on 2nd page of this form, and any additional Supplemental Forms, and submit with payment to the City of Kirkland.

RENTAL FEE CALCULATION WORKSHEET

Please complete this worksheet to calculate the approximate cost of your rental. After completion return to Kirkland Parks with payment information.

Hourly Rental Fee: \$ _____ X ____ OF HOURS: = \$ _____
Damage Deposit Fee: \$ _____ = \$ _____
High Risk Fee: \$25.00 (required if alcohol/caterer) = \$ _____
Total = \$ _____

(Deposit fees: \$300 w/o alcohol, \$500 w/alcohol)
(Rental fees: Friday-Saturday \$100 hourly, Sunday-Thursday \$80 hourly)

PAYMENT INFORMATION

MAIL CHECKS (PAYABLE TO: CITY OF KIRKLAND) TO: City of Kirkland
Attn: Heritage Hall Rental
123 5th Ave
Kirkland, WA 98033

VISA/MASTERCARD PAYMENTS: ☐ VISA ☐ MASTERCARD
(We do not accept American Express or Discover)

Cardholder Name: _____ Cardholder Phone #: _____

Cardholder Signature: _____ Approved Amount: \$ _____

Card Number: _____ Expiration Date: _____

ALL FEES ARE DUE AT TIME OF APPLICATION

Title VI: It is the City of Kirkland's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a [complaint](#) with the City of Kirkland. For questions regarding Kirkland's Title VI Program, or to file a complaint with the City of Kirkland, please contact the Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.